

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 940-4

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RECORDS RETENTION AND DISPOSAL SCHEDULE

City of College Park		Engineering Services
AGENCY		DIVISION
Item No.	Description	Retention
	Administers day to day engineering services including major street repairs and allied contract work.	
	<u>Type of Record</u>	
1.	Driveway permits	1 yr.
2.	Plans - Washington Gas Light Co. Washington Suburban Sanitary Comm.	Permanently Permanently
3.	Working files for Projects, Maintenance Contracts (originals retained in safe)	Until completion
4.	Maps (City streets, rights of way, City property, storm sewers, surveys, plats, elevations, etc.)	Permanently
5.	Architect's drawings for City buildings,	Permanently

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

9/14/82  
Date

*Sam J. Shore*  
Signature

City  
Administrator  
Title

Date

State Archivist